

DDA 85-4002/14
21 November 1985

MEMORANDUM FOR: Director, Office of Public Affairs

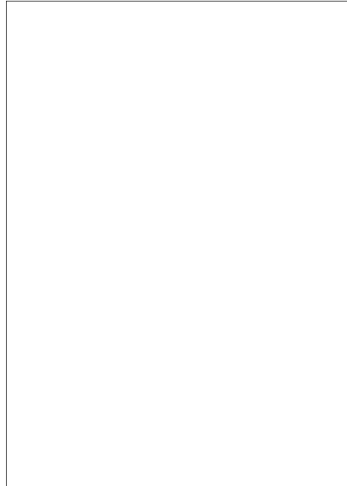
FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Cornerstone Laying Ceremony

DDA REGISTRY
FILE: 20-4

George,

1. Please add my appreciation to that already expressed by the Director for the outstanding support of people in the Public Affairs Office to the 1 November Cornerstone Laying Ceremony. The following individuals played a special role in the planning and/or implementation of the event:



2. To each of them, please pass on my thanks for their contribution to an outstanding team effort. I want to add special thanks to [redacted] and [redacted] for the contributions they made in planning the event.



Harry E. Fitzwater

O/DDA [redacted] rf (21 Nov 85)

Distribution:

Orig - Addressee

1 - DDA/Plans Staff

1 - DDA Subject

1 - DDA Chrono

1 - HEF Chrono

ROUTING AND TRANSMITTAL SLIP

(PAO)

STAT

To (Name, office symbol, room number, building)		Initials	Date
1.		10	11/19
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Four additional names of PAO personnel who assisted with Cornerstone ceremony.

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
<i>Cheryl Lander</i> <i>D/PAO</i>	Phone No.

5041-102

USGPO: 1963-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Cornerstone Laying Ceremony

FROM:

Director of Central Intelligence

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Public Affairs Office
7D00 Hqs

2.

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Sample

STAT

MEMORANDUM FOR:

Public Affairs Office

VIA:

Director of Public Affairs Office

FROM:

Director of Central Intelligence

SUBJECT:

Cornerstone Laying Ceremony

1. I want to express to you my personal thanks for the important part that you played in helping make the Cornerstone Laying Ceremony a success. Support to this event provided examples not only of excellence of individual performance, but also of teamwork across many components of the Agency.

2. Again, many thanks for a job well done.

William J. Casey